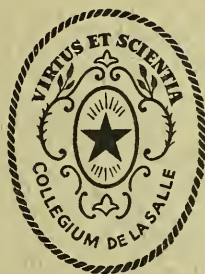


LA SALLE COLLEGE

EVENING DIVISION BULLETIN

Volume XXVIII

Number 3



ANNOUNCEMENT

1947 - 1948

Philadelphia 41, Pennsylvania

EVENING DIVISION
BULLETIN

LA SALLE COLLEGE



Announcement For
The Sessions 1947-48

CALENDAR

FALL TERM (1947-48)

RegistrationMonday-Friday, September 2-19, 7:00 to 9:00 P.M.
Classes beginMonday, September 29, 7:00 P.M.
Thanksgiving Recess beginsWednesday, November 26, 10:05 P.M.
Thanksgiving Recess endsMonday, December 1, 7:00 P.M.
Mid-Term ExaminationsMonday-Friday, December 1-5
Feast of the Immaculate Conception—HolidayMonday, December 8
Christmas Recess beginsFriday, December 19, 10:05 P.M.
Christmas Recess endsMonday, January 5, 7:00 P.M.
Final ExaminationsMonday-Friday, February 2-6, 7:00 to 10:00 P.M.

SPRING TERM (1948)

RegistrationMonday-Friday, February 9-13, 7:00 to 9:00 P.M.
Classes beginMonday, February 16, 7:00 P.M.
Easter Recess beginsTuesday, March 23, 10:05 P.M.
Easter Recess endsTuesday, March 30, 7:00 P.M.
Mid-Term ExaminationsMonday-Friday, April 19-23
Ascension Day—HolidayThursday, May 6
Founder's Day—HolidayMonday, May 24
Final ExaminationsMonday-Friday, June 14-18, 7:00 to 10:00 P.M.

FALL TERM (1948-49)

RegistrationThursday, September 2, to Friday, September 10,
7:00 to 9:00 P.M.
Classes beginMonday, September 13, 7:00 P.M.
Feast of All Saints—HolidayMonday, November 1
Mid-Term ExaminationsMonday-Friday, November 15-19
Thanksgiving Recess beginsWednesday, November 24, 10:05 P.M.
Thanksgiving Recess endsMonday, November 29, 7:00 P.M.
Feast of the Immaculate Conception—HolidayWednesday, December 8
Christmas Recess beginsFriday, December 18, 10:05 P.M.
Christmas Recess endsMonday, January 3, 7:00 P.M.
Final ExaminationsMonday-Friday, January 24-28, 7:00 to 10:00 P.M.

GENERAL INFORMATION

STATEMENT OF AIMS

La Salle College recognizes that its ultimate aim is that of Catholic education in general, namely, the development of personality in the light of the cultural and intellectual heritage of the past and as befits the spiritual dignity of man under the direction of the ideals of Christ. The program of studies is so ordered as to provide a liberal education, the faculty hopes to bring about the combined development of the moral and intellectual powers of its students; to cultivate intellectual excellence in accordance with the principles of Catholic philosophy; to emphasize Christian morality as the vital force in character formation and the animating principle of sound citizenship.

The Evening Division endeavors, more specifically; to further the aims of the College by offering to those who are properly qualified an opportunity to pursue a thorough and systematic course of study leading to the Degree of Bachelor of Science in the field of Business Administration. The curricula is not restricted to courses which serve to provide an informational background and technical training necessary for a successful career in business, but also includes those which are designed to inculcate an appreciation of a liberal culture. A happy blending of the Christian philosophy of how to live with the sound Christian principles of how to earn a living is the objective towards which the faculty of the Evening Division strives to direct the students.

LIBRARY

The College Library is located on the first floor of the main building. Students, therefore, have within easy reach any of the textbooks or reference books of which they may have need in their various courses of study. The students of the Evening Division have free access to the library, and in order to provide for their needs, the library will be open continuously from 8:30 A.M. to 9:00 P.M., Monday through Friday, and from 8:30 A.M. to 12:00 noon on Saturdays throughout the school year.

LEONARD HALL

The Student Center, Leonard Hall, which was dedicated on

August 28, 1947, fills a need keenly felt in this college. The Center was named in honor of Brother G. Leonard, F.S.C., for whom the men of La Salle have a deep affection, remembering his generous character and his untiring efforts to make the leisure time of the men both entertaining and useful. It is a beautifully furnished and thoroughly equipped building erected for the specific purpose of housing student activities and providing a place where students may feel at home.

The building contains a luncheonette, a barbershop, a campus store and a lounging room. The Luncheonette has seating accommodation for 120 students. To provide for the early evening classes the Luncheonette will be open until 7:00 P.M. Monday through Friday.

The Campus Store is maintained by the College to supply the students with all textbooks and supplies needed in all courses.

VETERANS INFORMATION SERVICE

The office of the Coordinator of Veterans is located on the third floor of the College Building. All veterans of World War II should avail themselves of the service of this office and especially if they have any questions concerning their educational rights and privileges under the Veterans Administration Regulations.

ADMISSION TO THE EVENING DIVISION

Admission Procedure

GENERAL

The Evening Division admits to the first year class applicants, who, in the opinion of the Committee on Admissions, are qualified to profit by the educational program of the school. Consideration shall be given not only to scholastic ability, but also to the character of the applicant and the interest which he manifests in the entire program of the school.

Admission Period

Entering students will be accepted for the Fall and Spring Terms beginning in September and in February. A prospective student should file his formal application well in advance of the opening date of the term which he wishes to enter. The proper application forms

may be obtained from the office of the Director of the Evening Division, La Salle College, Philadelphia 41, Pa.

Admission Classifications

Male students only are admitted, *according to their qualifications*, to the following groups:

1. Candidate for the degree Bachelor of Science in the field of Business Administration.
2. Students working for a Certificate of Proficiency in Accounting or Business Administration.
3. Special students, not a candidate for a degree or a certificate of proficiency, who seek advance knowledge in a specific topic.

Admission Qualifications

CANDIDATE FOR DEGREE

The scholastic qualifications for admission shall consist of a certificate of graduation from an approved senior high school.

A transcript of the high school record should be sent from the Principal's Office to the Director of the Evening Division as early as possible. The form for this transcript will be furnished with the application blank.

The high school record must show satisfactory attainment in fifteen units of study. Of these fifteen units, at least nine should be included in the following subjects:

History	1 unit
English	3 units
Algebra	1 unit
Plane Geometry	1 unit
Foreign Language	2 units
Natural Science	1 unit

The remaining six units may be from the following subjects: Biology, Chemistry, Civics, Economics, General Science, History, Drawing, Manual Training, Bookkeeping, Stenography and Commercial Law. Entrance credit is not allowed in subjects such as typing, penmanship and physical education.

Certificate of Proficiency

Applicants who have reached their twenty-first year and who have had a sufficient business experience to warrant their carrying on the work, will be admitted to the school upon the recommenda-

tion of the Faculty Interviewer. It is recommended that applicants who have not reached their twenty-first year be a graduate of an approved senior high school.

Special Students

Special students, not working for a degree or a certificate of proficiency, who seek advance knowledge in a specific topic, may take one or more courses, and upon the recommendation of the faculty and upon meeting the admission requirements, may transfer to the regular curriculum.

*Admission of Veterans **

Veterans are admitted to the first year class on the same general basis as non-veterans. The interruption of study and the unusual experience of military life may require special consideration for veteran applications. Exceptions to entrance requirements shall be made if, in the opinion of the Director of the Evening Division, there is sufficient reason.

Admission with Advanced Standing

An applicant who has recently attended another college may be accepted if his scholastic record is satisfactory in every respect. No advance credit will be granted for less than a full year's work in the case of a two-term course, or a completed one-term course. Credit will be granted only for those courses which correspond to the curriculum of the Evening Division. A transcript of the applicant's previous college record must be reviewed by the Director's Office before any action will be taken. Veteran applicants shall be given advanced standing for courses pursued during the period of military training, provided these courses approximate the content of the courses offered by the Evening Division and are not of a vocational or technical nature.

All applicants desiring to transfer from other institutions must meet the same admission requirements as a first year student, and in addition to the transcript of high school record, etc., the applicant must present a transcript of his prior college work. No advanced credit will be granted for non-quality point grades.

* La Salle College has been approved by the Veterans Administration to offer instruction to veterans under Public Law 346, the Servicemen's Readjustment Act of 1944 (G. I. Bill). Veterans who contemplate entering La Salle College Evening Division may arrange for training under this act by applying to Mr. J. Richard Kephart, Veteran Advisor, Room 312, College Building.

A candidate for the degree Bachelor of Science must complete forty-eight semester credit hours* at La Salle College.

Applications involving any deviation from the above procedure must be considered in detail by the Director of the Evening Division.

REGISTRATION

Students shall register for courses at the beginning of each term and prior to the last date of registration as set forth on the calendar of this bulletin. All registrations after that date shall be considered as late registration and subject to a late registration fee of five dollars.

The rostering of courses shall be done under the direction of the Director of the Evening Division or of the Course Advisors.

No student is officially enrolled in any course until he has given the instructor a course card stamped by the Bursar. The Bursar's Office will be open Monday through Friday nights from 7:00 to 10:00 o'clock during the regular registration week, and on Saturday afternoon during the first month of each term. It is the obligation of the student to obtain the Bursar's receipt for admittance into class.

When a veteran has been accepted for admission to the Evening Division, he shall submit to the office of the Director of the Evening Division the Letter of Eligibility entitling the veteran to the benefits of Public Law 346. This letter must be received in advance of the day of registration.

A student may change his roster of courses or omit courses only with the approval of the Director. Changes or omissions may not be made after the completion of the first week of class.

Students in the Evening Division should not carry more than twelve semester hours of credit per term. Under no circumstances will they be permitted to carry more than fifteen semester hours of credit.

Students who are candidates for the degree Bachelor of Science in Business Administration are required to carry the required roster in course of twelve (12) semester credit hours per term.

Students working for a certificate of proficiency must carry a minimum of eight (8) semester hours of credit per term.

* A semester credit hour is defined as one hour of lecture or recitation per week for one term.

ATTENDANCE

Students are expected to attend all the sessions of the classes in which they are registered. Attendance will be checked from the first meeting of the class, regardless of the date on which the class card is presented. For each class the student is allowed a certain number of privileged absences within the limits of a given semester. The proportion of such absences is automatically determined by multiplying by two the number of weekly class sessions for which any course convenes. If, for instance, a class has one recitation weekly, the student is allowed two absences during the semester. The only exception allowable holds in the case of prolonged illness. A student who is absent to excess and without good reason shall be given a grade of "F." Cumulative absences of more than two weeks in any course shall be regarded as excessive.

WITHDRAWAL

A student who withdraws from the Evening Division must submit a written statement to that effect to the Director of the Evening Division. The date of filing the notice of withdrawal shall, in all cases, be considered the date of withdrawal.

DELINQUENT STUDENTS

When a student shows by poor scholarship that he is no longer profiting by the educational program of the school, he shall be asked to withdraw.

EXAMINATIONS AND GRADES

The last week of each term is set apart for examinations. Other examinations are given whenever the instructors deem advisable. A progress report on each student is submitted to the Office of the Director at the middle of each term. Permanent records are made only of the final course grades; recitations, written examinations, and the final examination are considered in determining the final course grades. In recording the final grade for each course, the following system is employed: "A" (superior), "B" (very good), "C" (average), "D" (passed), "F" (failure), "I" (incomplete),* "W" (with drawn).†

* The incomplete grade is given to a student who has not complied with all the requirements of a course. It is not given to a student who has failed. An incomplete grade becomes a failure if it is not removed before the third week of the succeeding term.

† The withdrawal grade is given to a student who receives permission to withdraw from a course, or who withdraws from the College before the end of the term.

FINANCIAL OBLIGATIONS

The Evening Division of La Salle College reserves the right to amend or add to the below obligations at any time and to make such changes applicable to students at present in the school as well as to new students.

Tuition and fees, as described in this section, are payable in advance for each term.

A General Fee of \$10.00 per term, is charged to each student in the Evening Division for the use of the library, subscription to student publications, athletic privileges, and examination supplies.

Each student is required to complete his course registration within the period as set forth in the calendar of this bulletin. A student who fails to do so may complete his registration only with the approval of the Director and upon payment of a fee of five dollars.

A matriculation fee of five dollars is charged each student entering the Evening Division as a candidate for a Degree. The matriculation fee is payable once.

All students shall at the time of registering for each term pay a registration fee of five dollars.

All students are expected to take their examinations during the regular examination period. Students failing to do so may take the examination at a later date upon paying a fee of two dollars an examination.

The late fees and other penalties as outlined above are to defray the expenses involved and to discourage indifference toward regulations.

The cost of books and other equipment, not included under fees but procured under the facilities of the College, shall be paid at the time of purchase.

Veterans who are certified by the Veterans Administration for educational benefits under Public Law 346 shall receive tuition, fees, and books as provided for by these laws.

TABLE OF TUITION AND FEES

Tuition, per term

For all courses, except where a special fee is fixed, per semester credit hour	\$10.00
Registration Fee (per term, all students)	5.00
General Fee, per term:	
Candidate for degree	10.00
All other students	5.00
Matriculation Fee, payable once (Candidates for Degree)	5.00
Late Registration Fee	5.00
Late Examination Fee, per examination	2.00
Deferred Payment Fee	5.00

Estimated Expenses

Candidate for the Degree of Bachelor of Science

	EACH TERM	
	Average	Minimum
Tuition	\$120.00	\$120.00
General Fee	10.00	10.00
Matriculation Fee	5.00	
Registration Fee	5.00	5.00
Books and Supplies	20.00	15.00
	<hr/>	<hr/>
	\$160.00	\$150.00

CURRICULA

There are three generally accepted approaches to all professional curricula: (1) the horizontal approach, which provides for cultural courses to be offered first, followed by the professional courses; (2) the vertical approach, which provides for the student to take both professional and general courses in each term; (3) the diagonal approach, which places the emphasis on general courses in the first two years accompanied by some professional courses; and in the last two years on professional courses accompanied by some general courses.

The diagonal approach seems the most feasible in the development of professional business curricula. A majority of the students entering college are undecided as to their field of specialization. In most cases they do not have adequate background or knowledge to make a selection, and the number of possible avenues of specialization open to them in our present-day schools of business makes this choice difficult.

La Salle College has adopted the diagonal approach, as outlined in the general catalogue under the captions of "Lower and Upper Divisions of Study." With slight modifications due to limited hours, the Evening Division is following the principle of study of the Day Division. During the first year all students take the basic courses in various professional fields together with liberal arts courses. Upon entering the second year the students will be better able to select their fields of specialization. They will have better knowledge of the work, of their own aptitudes for the various professional fields and will have the benefit of the counsel of various members of the faculty. This plan permits the students ample opportunity to specialize during the remaining four years.

The successful professional business man has heavy supervisory responsibilities. Technical training alone will not prepare him to meet these problems. Cultural subjects properly integrated with the technical training together with the student's experience should prepare him to supervise the work of other people, to attain a full professional status and to take his proper place in management. To achieve this objective the Evening Division Curricula provides at least two liberal arts courses for the Upper Classman for each year.

COURSE REQUIREMENTS

The candidate for the degree of Bachelor of Science in the field of Business Administration shall have completed course work equivalent to 120 semester hours and shall have attained a quality point* score of 120.

A candidate for the Bachelor's Degree must follow the course requirements in the major fields of his selection. The college reserves the right to change these requirements from time to time, to meet the demands of the various professional fields and the changing trends of modern business procedure.

A Certificate of Proficiency shall be awarded to the student who has registered as a candidate for this certificate, and who has completed course work equivalent to 64 semester hours and shall have attained the quality point score of 64.

All students are required to complete three one-term courses in English composition. It is recommended that a course in Oral Composition also be taken. This course may be taken in any year above the first year.

* The number of quality points per course is the product of the number of semester credit hours and the grade. For example an "A" grade is equal to three quality points per credit hour; a "B" grade, two quality points per credit hour; a "C" grade, one quality point per credit hour. Grades lower than "C" do not merit quality points.

COURSE REQUIREMENTS

GENERAL

FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting	4
B. L. 1	Law of Contracts	4
Econ. 1	Principles of Economics	4
Eng. 1	Introductory Course in Composition	4
Fin. 1	Money and Banking	4
Lang. 1	Elementary Language	4

SECOND YEAR

Ind. 1	Principles of Business Organization	4
Ins. 1	Life Insurance	4
Eng. 2	Advanced Composition	4
Lang. 2	Intermediate Language	4
Hist. 1	History of Civilization—Part I	4
	1 course from the following:	
P. S. 1	The Science of Government	4
Phil. 1	Logic	
Soc. 1	Introductory Sociology	

THIRD YEAR

Eng. 3	Oral Composition	4
Hist. 2	History of Civilization—Part II	4
Ind. 2	Industrial Management	4
Ins. 2	Fire and Other Property Loss	4
	1 course from each of the following groups:	
	a. Business Law, Finance or Insurance above introductory level.	8
	b. Advanced Economics, Philosophy, Political Science or Sociology.	

FOURTH YEAR

Econ. 4	Contemporary Economic Systems	4
Eng. 5	Survey of English Literature	4
Hist. 4	History of the United States	4
	2 courses from the following:	
	Business Law, Finance, Industry or Insurance	8
	1 course from the following:	
	Advanced Economics, Philosophy, Political Science or Sociology	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
Hist. 5	Constitutional History of the United States	4
	3 courses from the following:	
	Business Law, Finance, Industry or Insurance	12
	1 course from the following:	
	Advanced Economics, Philosophy, Political Science or Sociology	4

All elective courses are subject to the prerequisite requirements.

ACCOUNTING

FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting	4
B. L. 1	Law of Contracts	4
Econ. 1	Principles of Economics	4
Eng. 1	Introductory Course in Composition	4
Fin. 1	Money and Banking	4
Lang. 1	Elementary Language	4

SECOND YEAR

Acct. 2	Application of Principles of Accounting	4
Acct. 3	Elementary Cost Accounting	4
Eng. 2	Advanced Composition	4
Lang. 2	Intermediate Language	4
	1 course from each of the following groups:	
	a. Business Law, Finance, Industry or Insurance.	4
	b. Philosophy, Political Science or Sociology of introductory level.	4

THIRD YEAR

Acct. 4	Intermediate Accounting	4
Acct. 5	Auditing	4
Eng. 3	Oral Composition	4
Hist. 1	History of Civilization—Part I	4
	1 course from each of the following groups:	
	a. Business Law, Finance, Industry or Insurance	4
	b. Advanced Economics, Philosophy, Political Science or Sociology	4

FOURTH YEAR

Acct. 6	Advanced Cost Accounting, or	
Acct. 7	Advanced General Accounting	8
Eng. 5	Survey of English Literature	4
Hist. 2	History of Civilization—Part II	4
	1 course from each of the following groups:	
	a. Business Law, Finance, Industry or Insurance	4
	b. Advanced Economics, Philosophy, Political Science or Sociology	4

FIFTH YEAR

Acct. 8	Taxes	4
Acct. 9	Advanced Accounting Problems	8
Acct. 10	Internal Auditing	4
	1 course from each of the following groups:	
	a. Business Law, Finance, Industry or Insurance	4
	b. Advanced English, Economics, History, Philosophy, Political Science or Sociology	4

All elective courses are subject to the prerequisite requirements of the course.

Business Law 2, 4, and 5 are recommended for the preparation of State Board Examination in Accounting.

ECONOMICS

FIRST YEAR

		Sem.	Crs.
Acct. 1	Introduction to Principles of Accounting	4	
B. L. 1	Law of Contracts	4	
Econ. 1	Principles of Economics	4	
Eng. 1	Introductory Course in Composition	4	
Fin. 1	Money and Banking	4	
Lang. 1	Elementary Language	4	

SECOND YEAR

Econ. 2	Economic Problems	4	
Eng. 2	Advanced Composition	4	
Hist. 1	History of Civilization—Part I	4	
Lang. 2	Intermediate Language	4	
P. S. 1	The Science of Government	4	
Soc. 1	Introductory Sociology	4	

THIRD YEAR

Econ. 3	American Economic History	4	
Eng. 3	Oral Composition	4	
Hist. 2	History of Civilization—Part II	4	
	2 courses from the following:		
	Business Law, Finance, Industry or Insurance }	8	
	1 course from the following:		
	Philosophy, Advanced Political Science or }	4	
	Sociology }		

FOURTH YEAR

Econ. 4	Contemporary Economic Systems	4	
Eng. 5	Survey of English Literature	4	
Hist. 3	History of England	4	
	2 courses from the following:		
	Business Law, Finance, Industry or Insurance }	8	
	1 course from the following:		
	Philosophy, Political Science or Sociology }	4	

FIFTH YEAR

Econ. 5	History of Economic Thought	4	
Econ. 6	Labor Problems in America	4	
Eng. 6	Survey of American Literature	4	
Stat. 1	Business Statistics	4	
	1 course from each of the following groups:		
	a. Business Law, Finance, Industry or Insurance }	4	
	b. Philosophy, Political Science or Sociology }	4	

All elective courses are subject to the prerequisite requirements.

FINANCE

FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting	4
B. L. 1	Law of Contracts	4
Econ. 1	Principles of Economics	4
Eng. 1	Introductory Course in Composition	4
Fin. 1	Money and Banking	4
Lang. 1	Elementary Language	4

SECOND YEAR

B. L. 2	Law of Negotiable Instruments	4
Ind. 1	Principles of Business Organization	4
Ins. 1	Life Insurance	4
Eng. 2	Advanced Composition	4
Lang. 2	Intermediate Language	4
	1 course from the following:	
	Philosophy, Political Science or Sociology }	4

THIRD YEAR

B. L. 4	Law of Business Associations	4
Eng. 3	Oral Composition	4
Fin. 2	Corporation Finance	4
Hist. 1	History of Civilization—Part I	4
Stat. 1	Business Statistics	4
	1 course from the following:	
	Philosophy, Political Science or Sociology }	4

FOURTH YEAR

B. L. 3	Law of Personalty	4
Eng. 5	Survey of English Literature	4
Fin. 3	Investment Principles and Securities Analysis	4
Fin. 4	Stock Market and Commodity Exchange Markets	4
Hist. 2	History of Civilization—Part II	4
	1 course from the following:	
	Philosophy, Political Science or Sociology }	4

FIFTH YEAR

B. L. 5	Law of Bankruptcy	4
Eng. 6	Survey of American Literature	4
Fin. 5	International Money Markets	4
Fin. 6	Budgetary Control	4
Hist. 4	History of the United States	4
	1 course from the following:	
	Philosophy, Political Science or Sociology }	4

All elective courses are subject to the prerequisite requirements.

INDUSTRIAL ENGINEERING

FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting	4
B. L. 1	Law of Contracts	4
Econ. 1	Principles of Economics	4
Eng. 1	Introductory Course in Composition	4
Fin. 1	Money and Banking	4
Lang. 1	Elementary Language	4

SECOND YEAR

Acct. 2	Application of Principles of Accounting	4
Acct. 3	Elementary Cost Accounting	4
Eng. 2	Advanced Composition	4
Ind. 1	Principles of Business Organization	4
Lang. 2	Intermediate Language	4
	1 course from the following:	
	Philosophy, Political Science or Sociology }	4

THIRD YEAR

Eng. 3	Oral Composition	4
Ind. 2	Industrial Management	4
Ind. 4	Systematic Motion and Time Study	4
Ind. 9	Industrial Mathematics	4
	1 course from each of the following groups:	
	a. Business Law, Finance or Insurance }	4
	b. Philosophy, Political Science or Sociology }	4

FOURTH YEAR

Eng. 5	Survey of English Literature	4
Ind. 6	Industrial Safety	4
Ind. 7	Production Controls	4
Stat. 1	Business Statistics	4
	1 course from each of the following groups:	
	a. Business Law, Finance or Insurance }	4
	b. Philosophy, Political Science or Sociology }	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
Ind. 8	Blue Print Reading and Plant Layout	4
Ind. 5	Materials Handling	4
Ind. 11	Methods and Procedures	4
Fin. 6	Budgetary Control	4
	1 course from the following:	
	Philosophy, Political Science or Sociology }	4

All elective courses are subject to the prerequisite requirements.

INDUSTRIAL MANAGEMENT

FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting	4
B. L. 1	Law of Contracts	4
Econ. 1	Principles of Economics	4
Eng. 1	Introductory Course in Composition	4
Fin. 1	Money and Banking	4
Lang. 1	Elementary Language	4

SECOND YEAR

B. L. 2	Law of Negotiable Instruments	4
Eng. 2	Advanced Composition	4
Ind. 1	Principles of Business Organization	4
Ind. 2	Industrial Management	4
Lang. 2	Intermediate Language	4
	1 course from the following:	
	Philosophy, Political Science or History }	4

THIRD YEAR

B. L. 7	Federal and State Labor Laws	8
Eng. 3	Oral Composition	4
Ind. 3	Industrial Relations	8
Soc. 1	Introductory Sociology	4

FOURTH YEAR

Eng. 5	Survey of English Literature	4
Ind. 10	Procurement and Materials Control	4
Ins. 2	Fire and Other Property Loss	4
Stat. 1	Business Statistics	4
	1 course from each of the following groups:	
	a. Business Law, Finance or Insurance }	4
	b. Philosophy, Political Science or Sociology }	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
Fin. 6	Budgetary Control	4
Ind. 11	Methods and Procedures	4
Ins. 3	Social Insurance	4
	1 course from each of the following groups:	
	a. Business Law, Finance or Industry }	4
	b. History, Philosophy, Political Science or Sociology }	4

All elective courses are subject to the prerequisite requirements.

INSURANCE

FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting	4
B. L. 1	Law of Contracts	4
Econ. 1	Principles of Economics	4
Eng. 1	Introductory Course in Composition	4
Ins. 1	Life Insurance	4
Lang. 1	Elementary Language	4

SECOND YEAR

Acct. 2	Application of Principles of Accounting	4
Acct. 3	Elementary Cost Accounting	4
B. L. 2	Law of Negotiable Instruments	4
Eng. 2	Advanced Composition	4
Ins. 2	Fire and Other Property Loss Insurance	4
Lang. 2	Intermediate Language	4

THIRD YEAR

B. L. 3	Law of Personalty	4
Eng. 3	Oral Composition	4
Fin. 1	Money and Banking	4
Ins. 3	Social Insurance	4
Soc. 1	Introductory Sociology	4
	1 course from the following:	
	Economics, History, Philosophy or Political Science }	4

FOURTH YEAR

Acct. 7	Advanced General Accounting	8
B. L. 4	Law of Business Associations	4
Fin. 2	Corporation Finance	4
Soc. 2	Social Problems and Agencies	4
	1 course from the following:	
	Economics, History, Philosophy or Political Science }	4

FIFTH YEAR

Acct. 8	Taxes	4
Econ. 2	Economic Problems	4
Eng. 5	Survey of English Literature	4
Ins. 4	Selling Insurance	4
Ins. 5	Insurance Agency Management	4
	1 course from the following:	
	Philosophy, Political Science or Sociology }	4

All elective courses are subject to the prerequisite requirements.

DESCRIPTION OF COURSES

The courses listed below will be given in accordance with the outlined curricula and/or when there is a minimum enrollment of 12 students.

Hours are abbreviated by "hrs." and semester credits by "sem. crs."

ACCOUNTING

Accounting 1. Introduction to Principles of Accounting.

One Term. 4 hrs., 4 sem. crs.

The introductory courses in accounting are designed not only to introduce the elements of the field to the future public or industrial accountant, but also to acquaint the future business managers, engineers, investors, etc., with the mechanics of accounting and to give them an insight into the principles and practices of business. In this course mechanics of debit and credit, the methods of keeping accounting records, and preparing reports will be discussed in detail.

Accounting 2. Application of Principles of Accounting.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 1.

The object of this course is to expand the principles of accounting and to apply these principles to the three organizational methods of operating a business; individual proprietorship, partnership, and corporation. This course is designed for students preparing for business management as well as those considering a professional career in accountancy. The principles introduced in the first course are given advanced treatment. Manufacturing accounts and controls, the valuation of assets, the creation of reserves and the analysis of statements are introduced.

Accounting 3. Elementary Cost Accounting.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 2.

Elementary Cost Accounting is designed to acquaint the student with the principal elements of production cost. The elements of production cost include materials, labor, and overhead. In accounting for these elements certain recognized cost systems have come into general use. These include the job cost or production order system, the process cost system, and the standard cost system. The elements of production cost are the same, irrespective of which system may be used in accounting for costs. Since the fundamental principles of accounting are applied in accounting for cost, a knowledge of such principles is a prerequisite to the study of Cost Accounting.

Accounting 4. Intermediate Accounting.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 2.

Intermediate Accounting takes up the accounting cycle where the elementary courses leave off, covering fully the principles of balance sheet valuation and profit determination with greater emphasis on matters of theory throughout the entire course. The effects of recent legislation are taken into consideration in the discussions of capital stock accounts, treasury stock, capital stock, stated capital, and earned surplus and capital stock. The latest accounting procedures applicable to appraisals, depreciation on appreciation, accounting for intangibles, stock dividends, and combined statements of income and earned surplus are discussed.

Accounting 5. Auditing.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 4.

Auditing is designed to give the student practical training in modern audit practices, emphasizing the principles and objectives sought in an audit. Emphasis is also placed upon the audit basis, the best audit standards, objective basis of reporting, the adoption of improved accounting standards, acquiring an intimate knowledge of business controls, professional ethics and legal liability.

Accounting 6. Advanced Cost Accounting.

Two Terms. 4 hrs., 8 sem. crs. Prerequisite, Accounting 3.

Advanced Cost Accounting is especially designed for students intending to enter the field of industrial accounting. The course covers the economic, industrial engineering, and managerial aspects of cost accounting with emphasis on the budget as a basis for cost control, analysis of variances, specialized cost treatments, graphic charts, capacity costs and uniform methods

Accounting 7. Advanced General Accounting.

Two Terms. 4 hrs., 8 sem. crs. Prerequisite, Accounting 3.

Advanced General Accounting is outlined as a logical conclusion to the study of the principles of accounting with emphasis on such important specialized phases of accounting as partnership, insurance, subsidiaries, estates and trusts, foreign exchange, budgets, public utilities, stock brokerage and many others. Other features of the course are consolidated balance sheets, consolidated profit and loss, and consolidations, mergers, receiver's accounts, realization and liquidation and financing.

Accounting 8. Income Taxes.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 2.

The primary purpose of Income Taxes is to give the student a true

picture of the entire federal tax structure and to provide training in the application of the basic principles of tax problems. The course covers the following subjects: Individual returns, inclusions, exclusions and capital gain or loss applicable thereto; pay-as-you-go; withholdings; partnerships; corporations; social security tax, federal estate tax and federal gift tax.

Accounting 9. Advanced Accounting Problems.

Two Terms. 4 hrs., 8 sem. crs. Prerequisite, Accounting 7 and 8.

Advanced Accounting Problems is designed to serve both as a rigid test of accounting ability and a presentation of facts and procedures encountered by public accountants in actual practice. The problems covered include division of federal and state taxes, reorganization adjustments, statement of investment bankers, bank reorganization, consolidated financial statements, markup, reconstruction of books, recapitalization, income tax problems, and many others.

Accounting 10. Internal Auditing.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 2, Accounting 4.

The purpose of this course is to give students, who have had the required basic courses or training in the field of accounting and industry and who desire to enter the field of internal auditing, an understanding of the internal auditing theory and practice and managerial control through internal auditing.

BUSINESS LAW

Business Law 1. Law of Contracts.

One Term. 4 hrs., 4 sem. crs.

Law of Contracts is designed to introduce the student to the more common rules and principles governing business transactions, the rights and duties of individuals and the legal relationship of principal and agent.

Business Law 2. Law of Negotiable Instruments.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Business Law 1.

The first half of the course deals with the application of the principles of common law and those of the Uniform Negotiable Instrument Act to the various papers used in business transactions. The second half covers the laws of principal and surety and insurer and insured as related to the use of business papers.

Business Law 3. Law of Personalty.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Business Law 2.

Law of Personalty deals with the common and statute laws relative to the purchase, sale, transfer and bailment of personal property. The subjects covered are the legal relationship of bailor and bailee; carriers and shippers or passengers; vendor and vendee.

Business Law 4. Law of Business Associations.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Business Law 2.

Law of Business Associations covers the common and statute laws relative to the creation, operation and termination of partnerships, joint stock companies, business trusts, and corporations. Throughout the course, emphasis is placed upon the uniform partnership act and the incorporation act of the State of Pennsylvania.

Business Law 5. Law of Bankruptcy.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Business Law 4.

Law of Bankruptcy deals with the position of a person or of a business association who has been made subject to a bankrupt or bankruptcy statute. Emphasis is placed on the Federal Bankruptcy Act. Other subjects covered in this course are torts and business crimes.

Business Law 6. Law of Real Estate.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Business Law 2.

Although this course is designed principally for those engaged in real estate, it is also of value to all students wishing a well rounded knowledge of real estate transactions. The course covers the many statute and court processes which the real estate salesman and broker encounter in their daily work. The principal subjects covered are the legal steps necessary in securing a mortgage, in closing a sale, in terminating a lease, recording deeds and proving title.

Business Law 7. Federal and State Labor Laws.

Two Terms. 4 hrs., 8 sem. crs. Prerequisite, Business Law 1.

Federal and State Labor Laws will be of particular interest to students of business management, and especially those interested in industrial relations, employers and those engaged in labor activities. The course provides an analysis of all the important Federal and State Labor Statutes and Regulations. It deals with Workmen's Compensation, Social Security, arbitration and collective bargaining.

ECONOMICS

Economics 1. Principles of Economics.

One Term. 4 hrs., 4 sem. crs.

The Principles of Economics is an introductory course intended to acquaint the student with fundamental economic principles and processes as they appear in such phenomena as production, exchange, value, distribution, consumption and public finance.

Economics 2. Economic Problems.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Economics 1.

Current economic problems of national life are analyzed and discussed

in this course. Typical problems are those of business organizations, money and banking, trusts, railroads, international trade and tariff taxation, labor problems, government ownership, and economic planning.

Economics 3. American Economic History.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Economics 1.

The purpose of this course is to acquaint the student with the economic development of the United States from the colonial age to the present time. In general, the subjects covered are the agricultural conquest of the West, the agricultural revolution, decline of foreign commerce, formation of a laboring class, natural resources, competition and monopoly, and the machine age.

Economics 4. Contemporary Economic Systems.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Economics 1.

Contemporary economic systems provide a study of capitalist, communist, socialist and fascist policies and effects. The economic and social philosophy of Popes Leo XIII and Pius IX are emphasized.

Economics 5. History of Economic Thought.

One Term. 4 hrs., 4 sem. crs.

A detailed study of the development of the leading economic concepts is made. The contributions of the early philosophers, the Middle Ages, the Mercantilists, the Classicists and the Neo-Classicians are considered.

Economics 6. Labor Problems in America.

One Term. 4 hrs., 4 sem. crs.

The course considers the structure, functions and philosophy of labor unions. Insecurity, inadequate income, work, sub-standard workers and industrial conflict. Existing and proposed legislation and remedies are examined in detail. Emphasis is placed on the problem of unemployment. Reports, readings and class discussion.

ENGLISH

English 1. Introductory Course in Composition.

One Term. 4 hrs., 4 sem. crs.

The introductory course in composition is designed to assist the student to avoid common errors. Emphasis is placed on self criticism and vocabulary building.

English 2. Advanced Composition.

One Term. 4 hrs., 4 sem. crs. Prerequisite, English 1.

Advanced Composition provides a course of study in the various types of writing with original exercises in each type. The written composition emphasizes the Critical Essay, the Feature Article, the Editorial, the Interview, the Character Sketch, the Short Biography, the Familiar Essay, etc.

English 3. Oral Composition.

One Term. 4 hrs., 4 sem. crs.

Oral composition is a course in which the elements of speech are stressed. Special attention will be given to the composition and delivery of speeches.

English 4. Advanced Oral Composition.

One Term. 4 hrs., 4 sem. crs. Prerequisite, English 3.

The course in advanced oral composition is a continuation of the introductory course with emphasis on various types of speeches.

English 5. Survey of English Literature.

One Term. 4 hrs., 4 sem. crs. Prerequisite, English 1 and 2.

In this course a survey of English literature is developed by periods.

English 6. Survey of American Literature.

One Term. 4 hrs., 4 sem. crs. Prerequisite, English 1 and 2.

The survey of American Literature treats the principal authors from Colonial times to the present day.

FINANCE

Finance 1. Money and Banking.

One Term. 4 hrs., 4 sem. crs.

Money and Banking is a survey course of the financial organization of society with stress on the qualities of sound money, the gold standard and other monetary standards. It includes the evolution of banking in the United States up to and including its culmination in the Federal Reserve System. Consideration is given to the principal types of modern financial institutions and their role in the field of business.

Finance 2. Corporation Finance.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Finance 1.

Corporation Finance is a study of the fundamental principles of business finance. The topics included in this course are promotion, forms of business organization, stocks, bonds, notes and underwriting methods, capitalization, surplus and dividend policies, business failures and reorganizations.

Finance 3. Investment Principles and Securities Analysis.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Finance 1.

The purpose of the course Investment Principles and Securities Analysis is to enable investors to distinguish between the various types of investment securities, to teach the recognized tests of sound investments as regards safety, earning power and market ability, and how to act prudently with respect to diversification and vigilance in the investment of funds.

Finance 4. Stock Market and Commodity Exchange Markets.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Finance 1.

The contents of course Stock Market and Commodity Exchange Markets

concludes the following topics: The benefits rendered by exchanges to the business community, the factors affecting security and commodity prices, mechanics of security exchanges and clearing house systems, types of dealers and brokers, and the methods of buying, selling and handling securities.

Finance 5. International Money Markets.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Finance 1.

International Money Markets is a study of the mechanisms of international banking, money markets, and foreign exchange. Topics discussed include stabilization of currencies, foreign banking systems and central banks, principal money markets and their operation.

Finance 6. Budgetary Control.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Finance 1.

The course in Budgetary Control provides a study of the principles of business planning for financial control of future operation through use of a budget system. Description of budget systems actually used in business organizations are presented. These illustrations are intended to demonstrate that the coordination of business functions through detailed planning of production and sales and the establishment of effective financial controls is essential to successful management of business enterprises.

FOREIGN LANGUAGE

FRENCH

French 1. Elementary French.

One Term. 4 hrs., 4 sem. crs.

The elementary course is designed to impart the basic rules governing French grammar and phonetics and to prepare the student for later mastery in reading, writing, and speaking of the French language.

French 2. Intermediate French.

One Term. 4 hrs., 4 sem. crs. Prerequisite, French 1 or two years of high school French.

The intermediate course in French is a review course of the fundamentals of advanced grammar with readings and exercises in written composition. The Phonetics Studio will be available for the oral work of this course which will include voice recordings.

French 3. Survey of French Literature.

One Term. 4 hrs., 4 sem. crs. Prerequisite, French 2.

The survey course requires readings from the works of representative authors from the following literary periods: The Middle Ages, the Renaissance, the Classical Age, the Eighteenth Century, the Romantic Era, the Realistic Period, Symbolism and Contemporary Literature. Additional work in spoken French will be included in this course.

GERMAN

German 1. Elementary German.

One Term. 4 hrs., 4 sem. crs.

The elementary course is designed to impart the basic rules governing German grammar and phonetics and to prepare the student for later mastery in the reading, writing and speaking of the language.

German 2. Intermediate German.

One Term. 4 hrs., 4 sem. crs. Prerequisite, German 1 or two years of high school German.

This course is a review of the fundamentals of grammar with emphasis on oral reading and exercises in writing composition.

German 3. Advanced Prose and Dramatic Readings.

One Term. 4 hrs., 4 sem. crs. Prerequisite, German 2.

In this course the student is expected to read selected texts of Lessing, Goethe, and Schiller.

SPANISH

Spanish 1. Elementary Spanish.

One Term. 4 hrs., 4 sem. crs.

The elementary course is designed to impart the basic rules governing Spanish grammar and phonetics and to prepare the student for later mastery in the reading, writing and speaking of the Spanish language.

Spanish 2. Intermediate Spanish.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Spanish 1 or two years of high school Spanish.

The intermediate course in Spanish provides a review of the fundamentals of grammar with advanced readings and exercises in composition.

Spanish 3. Survey of Spanish Literature.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Spanish 2.

In this course the student is introduced to the study of Spanish literature from the Middle Ages through the Golden Age to the present time.

HISTORY

History 1. History of Civilization—Part I.

One Term. 4 hrs., 4 sem. crs.

The first part of this course is a survey beginning with the historical basis of civilization to the time of the religious revolt.

History 2. History of Civilization—Part II.

One Term. 4 hrs., 4 sem. crs.

The second part of the History of Civilization is a continuation of the survey from the period following the religious revolt in Europe to recent times.

History 3. History of England.

One Term. 4 hrs., 4 sem. crs.

This course surveys the history of England with emphasis on the evolution of its constitutional form of government.

History 4. History of the United States.

One Term. 4 hrs., 4 sem. crs.

The History of the United States highlights the important events of our national history from colonial times to the present day.

History 5. Constitutional History of the United States.

One Term. 4 hrs., 4 sem. crs.

The objective of this course is to trace the origin, the development and the applications of the Constitution of the United States.

INDUSTRY**Industry 1. Principles of Business Organization.**

One Term. 4 hrs., 4 sem. crs.

The course in principles is designed to introduce the student to the organization of a business with proper emphasis on its relationship to economics. Care is taken to present a balance treatment of theory and practice which is designed to implant a solid foundation and appreciation of the activities of the business world.

Industry 2. Industrial Management.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 1.

The course in Industrial Management stresses those principles which are important for the successful fulfillment of key positions under modern departmental operation. Some of the subjects covered are industrial engineering, facilities, production, inspection, material, plant protection and personnel.

Industry 3. Industrial Relations.

Two Terms. 4 hrs., 8 sem. crs. Prerequisite, Industry 2.

The objective of this course is to inculcate new methods, ideas and practices applicable to personnel management. The course is designed to train students to analyze existing programs, adapt procedures and develop original methods which will insure a smooth-running, highly efficient personnel administration.

Industry 4. Systematic Motion and Time Study.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 2.

A study of the modern procedures for analyzing all types of productive activities involving human labor forms the objective of this course. The topics covered are: Starting an analysis, operation charts, man and machine charts, micro-motion study, stop-watch time study, time study standards and product analysis.

Industry 5. Materials-Handling.

One Term. 4 hrs., 4 sem. crs.

This course is designed to acquaint the student with the fundamental principles, equipment, and methods involved in the economical handling of commodities.

Industry 6. Safety in Industry.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 2.

Safety in Industry is a course designed to acquaint the student with the fundamental principles of safety engineering. The course includes a detailed study of the methods and techniques developed by safety engineers for reducing and preventing accidents in industrial operations.

Industry 7. Production Control.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 2.

The course in Production Controls deals with the problems which arise in connection with establishing and administering operating controls. The course includes a study of nomenclature, storeskeeping controls, development and engineering, planning procedures, and job controls.

Industry 8. Blueprint Reading and Plant Layout.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 2, Accounting 1, 2 and 3.

The content of this course includes blueprint reading, job estimating, equipment arrangement and plant layout.

Industry 9. Industrial Mathematics.

One Term. 4 hrs., 4 sem. crs. Senior standing.

This course is given from the viewpoint that mathematics which is essential in the study of technical subjects should be a means to an end rather than an end in itself. Since the theory of mathematics is closely associated with its use, application to the solution of practical problems will be given prominence.

Industry 10. Procurement and Materials Control.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 2.

The purpose of this course is to acquaint the student with the principles of scientific ordering and purchasing of materials. The subjects discussed are organization of purchasing department, ordering procedure, the purchase order, sources of supply, non-productive materials, productive materials, stores and inventories.

Industry 11. Methods and Procedures.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Senior Standing.

The course in Methods and Procedures is a study of the mechanics of originating, developing and coordinating company policy and procedures. Topics discussed include external influences in creating policy, integration of policy created at various levels, principles of organization, coordination and executive control, procedure classification and identification.

INSURANCE

Insurance 1. Life Insurance.

One Term. 4 hrs., 4 sem. crs.

The course in Life Insurance is designed to acquaint the student with the fundamental principles of insurance, types of insurance organizations, structure of insurance business, types of coverage, premiums and earnings, human needs and wants and their relations to life insurance and to the particular problems of the buyer.

Insurance 2. Fire and Other Property Loss Insurance.

One Term. 4 hrs., 4 sem. crs.

The major portion of this course is devoted to the study of fire insurance and its related subjects which include such topics as the contract, endorsements, clauses, co-insurance, settlement of loss and fire insurance rates. The subjects covered in the remainder of the course are public liability, automobile, theft, fidelity bonds and surety bonds.

Insurance 3. Social Insurance.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Insurance 1.

The objective of this course is to acquaint the student with the various forms of insurance related to his earning capacity during life. The subjects discussed are accident and health insurance, group insurance, workmen's compensation and social security.

Insurance 4. Selling Insurance.

One Term. 4 hrs., 4 sem. crs. Prerequisite, Insurance 1.

Students engaged in the field of insurance are invited to take this course as a means of improving sales ability.

Insurance 5. Insurance Agency Management.

One Term. 4 hrs., 4 sem. crs. Prerequisites, Accounting 1 and Insurance 1 and 4.

The course is intended for students engaged in the field of insurance and those preparing to operate or manage an agency. The course plan has two major divisions: (a) sales and profit planning including personnel, equipment, systems and forms, (b) accounting and finance.

PHILOSOPHY

Philosophy 1. Logic.

One Term. 4 hrs., 4 sem. crs.

The requirements of correct thinking as applicable in all forms of speaking and writing are studied in a systematic manner. The methods of composing and recognizing logical thought are emphasized, as well as training in the detection of fallacies and errors in thought.

Philosophy 2. Psychology.

One Term. 4 hrs., 4 sem. crs.

From an analysis of the fundamental psychic elements of sensation, perception, soul, etc., the student develops a definite attitude toward the mental equipment of man. Once this is attained, the psychological questions of instincts, emotions, mental states, motivations, etc. are discussed thoroughly, always with the view of their application in our social environment. By this study the student will better realize his influence on men.

Philosophy 3. Ethics.

One Term. 4 hrs., 4 sem. crs.

By the use of logical thought the morality of applied rights and duties are herein analyzed. Through the development of the nature of law, both civil and natural, the practical areas of ownership, titles, contracts, wages, strikes, etc. are critically investigated. The purpose of the course is to give an integrated picture of the moral system in which industrial, family and national societies participate.

POLITICAL SCIENCE**Political Science 1. The Science of Government.**

One Term. 4 hrs., 4 sem. crs.

The elements of political science, theories of government, papal encyclicals of the state, sovereignty in the past and at the present, nature of constitutions, intergovernmental relations, and relations with other social institutions form the plan of this course.

Political Science 2. American State and Local Government.

One Term. 4 hrs., 4 sem. crs.

This course provides a study of state governments in the United States with special reference to the Commonwealth of Pennsylvania.

Political Science 3. Municipal Administration.

One Term. 4 hrs., 4 sem. crs.

The principal functions of municipalities in the United States form the content of this course. These functions are: administrative machinery, personnel, methods, public works, city planning, disposal of waste and sewage, health, police protection, fire protection, sources of revenue, expenditures and economy.

Political Science 4. American Political Parties.

One Term. 4 hrs., 4 sem. crs.

The origin and development of functioning political parties in the United States are presented for study together with modern tendencies in party alignments.

Political Science 5. International Relations and World Policies.

One Term. 4 hrs., 4 sem. crs.

The broad scope of this course includes the following: The policies and activities of empires in the ancient world and in the Holy Roman Empire, the modern struggle for empire, factors behind the international scene, the partition of Africa, spheres of influence, the foreign relations of the United States, practical possibilities of the efforts toward world peace, and recent international agreements.

SOCIOLOGY**Sociology 1. Introductory Sociology.**

One Term. 4 hrs., 4 sem. crs.

Introductory sociology is a study of the fundamental concepts in several approaches to an understanding of human relationships.

Sociology 2. Social Problems and Agencies.

One Term. 4 hrs., 4 sem. crs.

The problems of current maladjustments in urban and rural human relationships form the objectives of this course together with a study of the agencies which are designed to assist groups and the individuals concerned.

Sociology 3. Social Institutions.

One Term. 4 hrs., 4 sem. crs.

Social Institutions is a study of those continuing organizations which exercise control over groups. These are, the family, the state, the church, private property, occupations, education, and recreation.

STATISTICS**Statistics 1. Business Statistics.**

One Term. 4 hrs., 4 sem. crs.

This course deals with important sources of business and economic data and with those methods of graphic presentation and statistical analysis that are most frequently used in business. The following topics are treated: collection of data, common types of error in use of numbers, tabular and graphic presentation of data, computation and application of ratios, averages and measures of variation, elementary analysis of time series, index numbers, and introduction to sampling theory.

INFORMATION

For additional information, write to:

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